

VRIS UPDATE

New Employee Set Up Process Effective 8/22/08 Number 182

SUMMARY OF UPDATE

The New Employee Set Up Process has been revised to replace Bob Lundberg's name with Amy Spellman's, and Paul Haas from NDE Accounting was added to the list of those individuals in Part 4 of the process who are notified by email of VR new hires.

VRIS POSTING

The New Employee set up process is located at: VRIS: Program Manual: Main Menu: Administration: Personnel

TEAM COMMUNICATION

Supervisors should inform their respective personnel clerks of this change.

LEADERSHIP CONTACT

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